

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift.

District Fire Chiefs respond to all fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, performing pre-fire planning, and conducting training of fire department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Assist in the organization of the department, including the number of operating units and distribution of such units. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists with plans and organization of departmental operations having to do with personnel, equipment, and apparatus. Keeps informed on modern fire fighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Takes charge of all safety procedures at the scene of a fire or emergency. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the

scene of an incident. Personally acts as part of the fire attack team when necessary. Assists in the development of a training program for the department and seeing that such program is supplied with training resources. Provides for regular employee training by assisting with the evaluation of training needs, providing employee training, overseeing employee training, or arranging outside training. Conducts or oversees training in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, emergency medical procedures, fire streams, hydraulics, ladders, ventilation, rescue, sprinklers and standpipes, safety, water supplies, salvage and overhaul, pump operations, and fire fighting apparatus, tools, and equipment. Conducts training in pre-fire planning. Collects information for pre-fire planning by becoming familiar with all areas which might become important in a fire or emergency situation.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required. Researches the best methods of handling specific fire department tasks such as testing fire hydrants, pumpers and fire hose, and sees that such jobs are performed in a timely and efficient manner.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel and equipment. Assigns duty areas and approves comp time leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Maintains discipline by counseling employees and recommending disciplinary action to the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Investigates complaints against department personnel and assists in formulating a recommendation for reply to complaint or for action to be taken.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Arranges for needed repairs and maintenance or assigns such qualified departmental personnel. Maintains inventory of supplies and equipment. Makes recommendations on major purchases for the department. Orders supplies and small equipment, keeping such purchases within the established budget. Distributes supplies and equipment to department personnel as required or needed. Investigates all

accidents or complaints involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents.

Assists in the maintenance of certain department records. Supervises the preparation of records and reports of an assigned service or division. Periodically inspects systems and facilities for keeping records. Writes reports, completes any forms and records required, and prepares or has prepared LFIRS reports. Compiles and organizes data needed for reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Participates in special projects designed to improve the public image of the fire department. Participates in conferences, conventions, and other educational meetings as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.